


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** December 16, 2021
Diversity Section

TO: Catherine A. O'Connor, Director of Engineering

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: **98% Review of Contract 17-135-3V – Roof Replacement of The Lue-Hing R&D Complex**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hours breakdown by trades. The work under this contract should be classified as "Construction Services-GC." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) individual goals are: **20% MBE, 10% WBE, 10% SBE, and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

Furthermore, the following language pertaining to **Special Training Provisions for Apprentices**, as specified in Appendix K "Declaration of Policy Special Provisions for Apprenticeships" should be included in the Invitation to Bid, the Proposal, the Agreement, and elsewhere in the contract documents where goals are mentioned:

*"The Bidder agrees to fulfill the Special Training for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special Training for Apprentices for the purpose of this contract are **1560 Minority and 550 Female Hours** for the purpose of the contract".*

Below are the items that need to be updated:

- On pages I-5, P-14 and A-23: replace the Director of Procurement and Materials Management in 3.) ... with the Administrator

In addition:

- A Pre-Bid Conference **must** be conducted
- A Suppliers Exception **is not** recommended
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, **must** be included
- Appendix K **must** be included
- Appendix C **must** be included
- Assist Agencies List **must** be included
- Appendix V **must** be included
- The following language must be included: "The Contractor agrees to use the District's online compliance monitoring system administered by the Diversity Section for payment and reporting purposes, in order to fulfill the Affirmative Action Program requirements."

Also, please refer to the attached **Revised** memo, February 22, 2021, for new boiler plate language. This language should be consistent in its incorporation in the Invitation to Bid, the Proposal, and the Agreement.

If you have any questions, please contact Diversity Officer, Chase Carthen, at extension 14043.

RDB:CEC

Attachments

c: LoCascio, Cornier, Morakalis, Tom, Carthen, file